

STANDARDS DEVELOPMENT BRANCH OMOE



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ONTARIO WATER RESOURCES COMMISSION



DIVISION OF PLANT OPERATIONS

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OWRC LABORATORY - HIGHWAY 401 & ISLINGTON AVE. - TORONTO

THE ONTARIO WATER RESOURCES COMMISSION

CHAIRMAN:

A. M. Snider

MEMBERS:

W. D. Conklin, Q.C.

C. S. MacNaughton, M.P.P.

R. M. Simpson

Dr. James A. Vance

A. A. Wishart, Q.C.

GENERAL MANAGER:

Dr. A. E. Berry

To the Operating Staff:

The objective of the Commission is service to the municipalities through efficient development and operation of water and sewage projects. Operation of completed plants for this purpose is an important responsibility. The Commission relies strongly on the staff who are in charge of these works. A first rate project represents a large investment and can be ineffective if steps are not taken to ensure good operation at all times. Maximum efficiency at minimum cost must ever be the watch-word of all who are assigned the tasks of operating and maintaining these works. The staff members of these plants are key figures in the Commissions program. Every assistance will be given by the headquarters staff to maintain the high operating standards of the Commission. Alertness and enthusiasm of every member of the entire operations personnel will go a long way to attain the desired objective.



General Manager.

THE ONTARIO WATER RESOURCES COMMISSION

DIVISION OF PLANT OPERATIONS

This brochure is published to provide information on the services given by the Division of Plant Operations of the Ontario Water Resources Commission. It contains information for plant operators on the functions of each branch of the Division and the procedures followed. It outlines the relationship between the municipality and the Commission. Photographs are used to show more clearly the staff members with whom you are dealing.



ADDITIONAL OWRC SERVICES

Several other Commission sections work closely with the Division of Plant Operations and the municipalities in the development of a project.

ACCOUNTING

During the early stages of all projects, the Accounts Section co-operates with municipalities in the organization of billing procedures, rate structures and other details. As the projects become actualities this section handles all financial details.

PERSONNEL

This office works closely with the Operations Division in the selection and placement of plant personnel.

INFORMATION OFFICE

Through the Information Office, the public is continually informed about the various activities of the OWRC.

PAYROLL

A very important man in any organization is the man who distributes the pay cheques. The OWRC pay office handles all plant staff payrolls.

OTHER COMMISSION REPRESENTATIVES



D.A. JOYNT
ACCOUNTS



A.R.W. UREN
ADMINISTRATIVE OFFICER



J.C. SCOTT
INFORMATION OFFICER



W. GLOVER
PAYROLL



D.S. CAVERLY
DIVISION DIRECTOR

PLANT OPERATIONS SUPERVISION



B.C. PALMER
SUPERVISOR
SEWAGE WORKS



C.W. PERRY
SUPERVISOR
WATER WORKS

GENERAL INFORMATION

The Ontario Water Resources Commission Act, 1957, Section 16 (1), subsections (b) and (c) reads as follows:

- (1) Notwithstanding any other act, it is the function of the Commission and it has power,
 - "(b) to construct, acquire, provide, operate and maintain water works and to develop and make available supplies of water to municipalities and persons;
 - "(c) to construct, acquire, provide, operate and maintain sewage works and to receive, treat and dispose of sewage delivered by municipalities and persons;

The Division of Plant Operations was formed in April, 1958, to comply with these provisions to "operate and maintain".



OFFICE HEADQUARTERS
801 BAY STREET
TORONTO

Through this Division, municipalities have the advantage of a trained staff of engineers and technicians. This staff provides field inspection, public information, liaison with municipal officials and statistical data.

The first step in Division activity is the formation of a Local Advisory Committee. The object of this is to ensure full co-operation and assistance



MAINTENANCE EQUIPMENT AVAILABLE TO THE MUNICIPALITY FOR EMERGENCY REPAIR AND MAINTENANCE UPKEEP.

FIELD TECHNICIAN

During the construction stage of the project the Automation Technician follows closely the installation of all the electrical equipment. His task involves inspection of drawings before installation, inspection of both work-in-process and the completed system, training of operators in electrical repairs and troubleshooting.



Upon completion of the project the Maintenance Technician inspects all the equipment and assumes the task of supervision over any future mechanical or electrical repairs. He also installs a system of maintenance and mechanical inspection procedures to guide plant personnel in the upkeep of the equipment.

When the Division takes over the operation of the plant, the plant Start-up Technician works closely with the new operators, instructing them in their duties and assisting them in the initial problems of operation.

The major responsibilities of the field Technicians is direction in:

- * Initial Start-Up
- * Maintenance
- * Trouble Shooting
- * Mechanical Repair
- * Electrical Repair



between the OWRC and local officials in employment of operators, financial guidance, establishment of operational procedure and administration of a project.

The next step is to provide men, suitable in background and with special aptitudes to operate the plants. Wherever possible local residents are selected for these positions. Mechanical and electrical backgrounds are a definite asset for applicants. These men are provided with training, supervision and guidance ensuring maximum operational efficiency of both men and plant in maintaining the high operating standards of the Commission.



The next step is a program of planned periodic inspections of equipment, maintenance and operating procedures by Division Project Engineers and Technicians. The Engineers are responsible for all phases

of the project from liaison between local officials and plant operators to quality control of the treatment process. The Technicians provide direction in the installation, repair and maintenance of plant equipment and establish maintenance procedures. The Technicians further provide start-up training for new plant operators, familiarizing them with proper equipment, maintenance and treatment methods. The field staff performing these duties ensure a continuous, efficient service in the interest of the municipality.

In Division headquarters results of treatment procedures, laboratory analyses, inspections, mechanical and electrical faults, cost analyses and operational procedures are under close study. The statistical data compiled enable the Division to effect savings and maintain the lowest possible operating costs. These records are also a source of information for municipalities, water and sewage boards, and other interested organizations.

The Division has grown considerably since inception with an average of 30 new water and sewage facilities being added each year.

The sizes of the various sewage plants run from a 50,000-gallon-per-day capacity sedimentation tank at Bancroft to an activated sludge treatment plant of 12.5 million-gallons-per-day capacity at Brantford. There are also a number of trunk sewer installations.

The water facilities vary from a single pumphouse, such as at Havelock with an average daily flow of 3,900 gallons, to large treatment plants such as the Union Water System in Essex County, with an 8.0 million-gallons-per-day capacity, and the 20.0 million-gallons-per-day Dunnville area scheme.



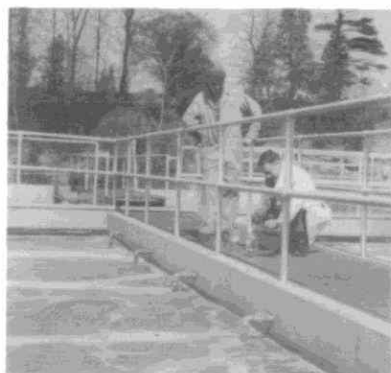
PROJECT ENGINEER

The inspection program is carried out through the Project Engineer. These inspections are made to ensure continuous and efficient operation of the plant and to detect defects or weaknesses before they can become a major problem.

The project engineer is responsible for all phases of the projects which have been assigned to him.

These are the major inspection points covered in the field:

- * Maintenance
- * Equipment
- * Operation
- * Sampling
- * Quality



Maintenance and equipment inspection consists of checking maintenance schedules and operation of all the equipment in the plant. Operation inspection consists of instruction, guidance and supervision of plant operators in operational techniques and in

methods of obtaining maximum plant efficiency. Liaison between plant personnel and local officials is also a part of their field duties.



The Project Engineer also is responsible for setting up sampling programs and maintaining quality control.

HEADQUARTERS STAFF



LEONARD M. TOBIAS
STATISTICAL
ENGINEER



JAMES M. BLACK
PUBLIC RELATIONS
REPORTS & RECORDS



JOHN J. FIDDY
CHIEF OF
SUPPLY



CLEMENT D. MIALKOWSKY
SUPPLY



GENE F. HOPE
STATISTICS



ROSE ARTURI
CLERK-STENOGRAPHER



JOAN SMITH
CLERK-TYPIST

LOCAL ADVISORY COMMITTEE

The OWRC endeavours to co-operate fully with municipalities, and this Local Advisory Committee is suggested as a proven method of co-operative representation of the local officials in the administration of a project.

The committee, appointed by council, usually consists of five or six persons. They may be civic staff, civic representatives or a combination of both.

The Committee regularly meets with officials of the OWRC to discuss all matters relating to the project among these being:

- 1) Review of quarterly expense statements.
- 2) Employment practices, wage rates and conditions of employment.
- 3) Assistance in selection of personnel.
- 4) Discussion of emergency action.
- 5) Review of major maintenance programs.
- 6) Review of the need for repairs, alterations, etc.
- 7) Study of above-normal expenditures.
- 8) Recommendations on any matters pertinent to the operation of the project.

The satisfactory results obtained in established projects, through this committee, have proven the value of close co-operation and representation between local officials and the OWRC.

PROJECT ENGINEERING STAFF



JACOB N. DICK



PETER J. OSMOND



MELLBURNE B. FIELDING



ANDREW C. BEATTIE



DOUGLAS A. McTAVISH



ANDREW CLARK



BRUCE G. PORTER

FIELD TECHNICAL STAFF



EARL E. DIKE
AUTOMATION



RAYMOND J. NORTON
OPERATING



RUDOLF E. TEMPLIN
CHIEF OF
MAINTENANCE



HAROLD E. ROGERS
ELECTRICAL
MAINTENANCE



LAWRENCE E. KELTERBORN
MECHANICAL
MAINTENANCE

